

~~CONFIDENTIAL~~**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

EXTENSION

NO

William F. Donnelly
Deputy Director for Administration
7D24 Headquarters

DATE

11 AUG 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Director of Communications

2.

3.

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1-5

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11 AUG 1986

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MEMORANDUM FOR: Director of Communications

FROM: William F. Donnelly
Deputy Director for Administration

25X1 SUBJECT: Delegation of Authority to Approve Special
Achievement Awards for Singleton Communicators ☐

REFERENCE: OC-0696-84 dated 8 August 1984

25X1 1. I hereby delegate to the Director of Communications special authority
to approve annual Special Achievement Awards up to \$1,000 for communications
personnel serving at singleton (one-person) communications facilities
overseas. Authority is also granted to approve awards of less than \$1,000
(prorated by month) for communicators serving a full year followed by
additional months of service. Your decision should be based on the conditions
described in reference (attached). ☐

25X1 2. It is requested that you provide a semi-annual report indicating the
number and amounts of awards that you have approved under this delegation. ☐

25X1 3. This authority cannot be redelegated except to an Acting Director of
25X1 Communications. ☐

☐
William F. Donnelly

Attachment
Reference

25X1

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DD/A 84-0217/92

OC-0696-84

08 AUG 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: William F. Donnelly [redacted]
Director of CommunicationsSUBJECT: Special Authority to Approve Special Achievement
Awards for Singleton Communicators [redacted]

REFERENCE: DD/A 84-0217/67 dated 10 May 1984

1. Special authority is hereby requested for the Director of Communications to approve annual Special Achievement Awards up to \$1,000 for communications personnel serving at singleton (one-person) communications facilities overseas. Currently, the Office of Communications (OC) has [redacted] posts where communicators are providing singleton communications service for the Agency and other Government components. I believe these communicators deserve recognition and compensation for the untiring commitment and highly dependable service they are required to provide 24 hours a day, seven days a week. These officers are continuously "on-call" and carry the responsibility of always being available to provide immediate communications service, regardless of the hour, day or circumstance. [redacted]

2. The Standardized Regulations provide for Standby Duty Pay (SDP) for employees who are restricted to the work place, but the SDP regulation is too restrictive to cover employees who are confined to the post and on-call for extended periods. In fact, we haven't yet had a situation that would qualify an OC employee for SDP. For this reason, we are looking to the awards system as a workable in-house means of recognizing and rewarding the singleton communicator who cannot enjoy the same freedom of movement as others at the post. [redacted]

3. Providing the kind of service described above week after week, month after month, for an entire tour of duty levies hardships on the communicator and his family, hardships not normally experienced at posts with two or three communicators who can serve as alternates and share some of the after-hour responsibilities. Some of these hardships and responsibilities are, but not limited to:

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25X1 SUBJECT: Special Authority to Approve Special Achievement Awards for
Singleton Communicators [redacted]

- a. limitations on social activity and travel for the employee and his family;
- b. the stress of being in a constant state of readiness with relatively little respite from the rigors of the job;
- c. remaining on duty even when suffering from minor and sometimes serious illnesses because no replacement or substitute is available;
- d. the stress associated with prolonged restricted mobility;
- e. no option to take annual leave on an ad hoc basis - leave must be scheduled well in advance to arrange for an out-of-country replacement;
- f. regardless of how long the communicator works into the previous night or early morning, he or she must be at work at opening of business the next day.
- g. always keeping the Embassy or Consulate informed as to their whereabouts;

25X1 [redacted]

4. The willingness of communicators to shoulder the responsibilities of a one-person station and their ability to cope with the demands and stresses accompanying those responsibilities has benefited the Agency and the U. S. Government. A full-time communications service is provided by one individual with no compensation for the extra responsibilities that go with the job. Although this is efficient use of personnel resources, the around-the-clock communications capability is provided at the expense of the communicator and his or her family. As compensation for this service, I propose that annual awards of up to \$1,000 be given to communicators serving at the one-person posts. Awards would not be automatic and would be based on merit. Only those individuals who successfully cope with the demands of their position would receive an award. [redacted]

25X1

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25X1 SUBJECT: Special Authority to Approve Special Achievement Awards
for Singleton Communicators [redacted]

25X1 5. Rather than submit individual Special Achievement Awards to the DDA
25X1 for approval, it is requested that the Director of Communications be given
special authority to approve such awards in the cases where he deems the award
justifiable. [redacted]

25X1 [redacted]
William F. Donnelly [redacted]

* APPROVED:

25X1 [redacted] AUG 1984

Deputy Director for Administration

* Initially I want the approvals to be held
by the DDA until I can see what
the number will be for a selected period.
After I get some understanding of numbers,
will reconsider further delegation.

25X1 Positions affected [redacted] Singleton posts
25X1 (as of May, [redacted] awards done, [redacted] pending)

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